THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH0759229**	DATE POSTED:	**09/15/14**
POSITION NO:	**940260**	CLOSING DATE:	**09/26/14**
POSITION TITLE:	**Administrative Service Officer (ASO - Vendor Management Coordinator)**		
DEPARTMENT NAME / WORKSITE:	**DOH/Navajo Nation WIC Program - Window Rock, AZ**		

WORK DAYS:	MON-FRI	REGULAR FULL TIME:	☑		GRADE/STEP:	Y64A
WORK HOURS:	8 AM - 5 PM	PART TIME:	☐	NO. OF HRS./WK.:	$ 39,228.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 18.86	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under the direction of the Program Director, the (ASO) Vendor Management Coordinator is responsible for implementing the current Navajo Nation WIC (NNWIC) Vendor Management Policies and Procedures. This will include developing and implementing the vendor training and monitoring component of the NNWIC Vendor Section in accordance with established rules and regulations of the NNWIC State Plan and USDA Federal Regulations. Supervises the Senior Office Specialist and provides technical assistance to the WIC administrative staff regarding vendor related issues, and assists the WIC staff regarding training and monitoring of authorized WIC vendors. Must compile mandated USDA vendor reports as needed for program efficiency and compliance. Acts as liaison to other tribal, state, federal and other business entities and agencies serving the reservation. Maintains and monitors authorized rebates in accordance to established rules and regulations. Responsible for vendor contract agreements accordingly, authorizes WIC vendors, and monitors vendors' contract compliance on a continual basis. Ensures program integrity standards applicable to federal regulations to accommodate food delivery procedures. Ensures security and accountability of WIC Food Instruments through established monitoring and reconciliation procedures.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration, Human Resources Management or a closely related field, and two (2) of administrative experience.

Preferred Qualifications:

- Contract and grant management experience.
- Proficient and Microsoft Office software or other computer applications.
- FMIS certification.

Special Requirements:

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Considerable knowledge of the principle and practices of business administration to include basic accounting principles, inventory control, and negotiation skills. Ability to work effective working relationship with others and ability to communicate well with others. Must have public speaking abilities and must be computer literate.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.